DOCUMENT RESUME

ED 354 007 IR 054 384

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TITLE Collection Development Policy: Academic Library, St. Mary's University. Revised.
INSTITUTION Saint Mary's Univ., San Antonio, Tex.
PUB DATE 92
NOTE 31p.; Internal title varies: "Academic Library Collection Development Policy..."
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *College Libraries; Evaluation Criteria; Government Publications; Higher Education; *Intellectual Disciplines; *Library Collection Development; Library Collections; *Library Material Selection; Nonprint Media; Users (Information)
IDENTIFIERS *Library Policy; Print Media; Saint Marys University of San Antonio TX; *Special Collections (Library)

ABSTRACT

This guide spells out the collection development policy of the library of St. Mary's University in San Antonio, Texas. The guide is divided into the following five topic areas: (1) introduction to the community served, parameters of the collection, cooperation in collection development, and priorities of the collection; (2) considerations in collection development, including maintaining the collection, gifts, bibliographic instruction, circulation, and intellectual freedom; (3) selection of materials, including responsibility for selection, selection aids, and criteria for selection of printed materials and special formats; (4) special collections within the library, including government documents, manuscripts and rare books, juvenile literature, curriculum materials, leisure reading, and theses and dissertations; and (5) specific subject areas in the collection, including general works and 31 subject areas divided according to the Library of Congress classification system (i.e., philosophy, psychology, religion, history and geography, social sciences, statistics, economics, business, accounting, sociology, political science, international relations, law, education, music, fine arts, language, drama, literature, mathematics, computer science, physics, chemistry, earth sciences, biology, medicine, agriculture, technology, military science, naval science, and bibliography and library science). (KRN)

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COLLECTION DEVELOPMENT POLICY

Academic Library
St. Mary's University

Revised: Summer 1992

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ACADEMIC LIBRARY COLLECTION DEVELOPMENT POLICY

ST. MARY'S UNIVERSITY

INTRODUCTION

The primary function of the Academic Library is to meet the information resource and service needs of the total university population as they relate to the curriculum of the university. The mission of the university includes goals of teaching, scholarly research, and service to the community. Library resources and services support these goals. At this time, due to budget constraints, the Academic Library cannot purchase materials in support of faculty research. Student study and research must be the primary focus of all library collection development. The library has, however, made arrangements with area colleges and universities for direct lending to faculty with appropriate university identification. If material needed does not exist in the San Antonio area, the library has access to the national pool of libraries participating in ILL through a relatively swift on-line lending system (OCLC). In the future, we hope to be able to support faculty research efforts directly.

Brief description of the community to be served:

The faculty, staff, and students of St. Mary's University are the primary community to be served. Clients of CORAL members constitute a secondary community for service. Finally, other members of the public will be served to the extent that this does not interfere with the primary mission of the library.

Specific identification of clientele:

Faculty, staff, and students of the university will be served to the fullest degree possible through the use of instruction and

reference help, however, the actual research will be done by the client. Reference librarians should strive to be proactive and seek out those clients who may need help.

The collection will be developed according to the research and education needs of the students, faculty, and staff. Other patrons will be served to the extent that this does not interfere with service to the primary clientele. Service to CORAL members includes borrowing privileges, after first ascertaining that their home libraries do not have the materials needed, and rapid ILL through the CORAL Delivery Service.

Faculty and staff may be served by telephone to the extent possible. This includes ascertaining whether the library does or does not have materials needed, but does not imply direct research assistance. Students and other clients must ordinarily visit the library to meet their information needs. Services for the physically challenged in our primary clientele will be met to the best of our ability through service by mail, phone, runner, or other means.

Library services to students at off-campus sites will be met through several means: dial-up access for the library catalog and local area network of CD-ROM databases, delivery service for needed books, and faxing of journal articles to off-campus sites. A separate statement of library services to off-campus students is available.

Parameters of the collection:

Subject areas will be chosen to support the curriculum. Other materials, such as recreational materials, will be collected after curriculum needs have been met. Formats purchased include printed materials and, to the extent that these materials do not supply the needs of the curriculum, nonprint materials such as microforms, compact discs, computer software, audio cassettes, video cassettes, and any other needed format, will be collected. Hardware to make appropriate use of the nonprint materials will be provided by the library. More specifics on the collection by subject area are

noted below.

Needs to be met:

The collection is to be oriented toward educational purposes, at the general support level for the curriculum. Other appropriate purposes, such as recreation, may be represented at a minimum level. Most materials will be for circulation to the primary clientele except in special circumstances, e.g., reference materials, reserve materials, journals, and rare books and documents held in Special Collections.

Cooperation in collection development:

The library will seek to cooperate with other libraries including cooperation in the areas of collection development, reciprocal borrowing, interlibrary loan, joint purchasing, shared cataloging, and any other possible areas of cooperation. However, as these programs are developed, the needs of the primary clientele should be kept in mind. Cooperative programs should be planned to lead to enhanced service to the primary clientele. Since the funding for this library comes primarily from private sources, including a preponderate amount from tuition, we must be able to justify all cooperative programs in terms of increased service to the primary user.

Priorities of the collection:

Priority will be given to current educational materials in support of the curriculum at the basic and instructional/support levels. Recreational and other materials may be collected to the extent that they contribute to a well-educated, well-rounded person. An explanation of the collection levels is given below.

The Academic Library collects materials on several levels. **Level one**, the minimal level, is the level which attempts to build a highly selective collection in subject areas which, while they may not be represented in the curriculum, are appropriate in a library of an institution of higher education.

Level two is the basic level which supports lower level undergraduate study. It introduces and defines subjects offered at the 1000 and 2000 course levels. It includes works by major authors, basic works in the subject, and reference works. Subject dictionaries and encyclopedias, general surveys, and handbooks are types of materials collected at level two. Theatre and Art, two departments that do not offer a full major, are examples of departments at the level two collection level.

Level three, the instructional/support level, is designed to meet the instructional needs for an undergraduate major. It offers a wide range of general works, collections of works of more important writers, and provides support for specific courses at the 3000 and 4000 course level. Standard works, anthologies, major critical works and commentaries, classic works, and up-to-date general materials are types of materials collected at level three. Sociology, chemistry, and philosophy are departments at the level three collection level.

Level four, thesis level, supports research for theses and dissertations. It covers major aspects of a discipline in greater depth and provides for instructional needs of students at this level. Types of materials collected at level four are graduate and professional-level current materials and retrospective materials in the field pertaining to degree programs. At this time, the budgetary resources of the library do not extend to providing full support for thesis research. Cooperation with other libraries is necessary for research at this level. Good examples of these departments include Counseling, English/Communications Arts and Political Science.

CONSIDERATIONS IN COLLECTION DEVELOPMENT

Maintaining the Collection

Systematic withdrawal of material no longer useful is essential in order to maintain a good library collection. Weeding

criteria are generally the same as those used in selection. Physical condition, age of material, date of last loan, number of loans, number of copies in the collection, obsolescence of information, coverage of the subject by other material in the collection, and other factors are relevant for withdrawal decisions.

Material selected for weeding may be placed in the storage area for a period of time prior to actual withdrawal. If the item is requested by a patron during the storage period, it should be returned to the shelves. Worn or damaged materials which are still useful will be repaired or replaced if possible.

Lost or Damaged Items

Library materials which have been lost or damaged will be replaced if they are still available in the current book trade, if they are still considered appropriate for the collection, and as the budget allows. Clientele responsible are charged for the lost or damaged item plus a processing fee.

Gifts

Gifts may be added to the collection when they support the curriculum or add needed strength to the collection. Gifts will be accepted only when offered unconditionally to the library unless an exception to this policy is specifically made by the director.

Items added to the collection should be physically in good shape, i.e., no stains, mildew, missing pages, or writing in the item. The information should be current or classic. Gifts should generally meet the same criteria for selection as other new acquisitions. Magazines are not needed unless as replacements for missing issues in the collection or if a continuing gift is planned. The library does not evaluate gifts for tax purposes in accordance with IRS regulations.

Donors should be informed that the library, if unable to use the gifts, will dispose of them in an appropriate manner. Small gifts may be accepted by the director, acquisitions librarian or

subject specialist. Larger collections should be examined by the library director and/or appropriate subject specialists before acceptance.

Bibliographic Instruction

There are no formal educational programs offered by the library in the sense that credit will be given by the university for them. However, group instruction on the use of information resources is held on a regular basis and one-on-one reference counseling is available from professional librarians. Librarians also act as contacts for departmental collection development requests and questions.

Circulation

Clientele of the library may check out material from the library for circulation. Number of items checked out at any given time and duration of the loan length is determined by the library. Fines are levied for overdue materials and replacement costs for lost or damaged materials will be collected. Interlibrary loan is available by request for primary clientele of the library.

Intellectual Freedom

The censorship policy of the library in brief notes that the official responsibility for selection resides in the Office of the President of the University but that this responsibility has been delegated to the Director of the Library. Since St. Mary's University is an institution of higher education no censorship can be tolerated. Materials are purchased in support of specific coursework and censorship would make much of that coursework impossible. Complaints in writing may be registered by primary clientele with the Director. The final decision on whether any item is placed in the library is not based on complaints but on the value of the item in meeting the research and educational needs of the primary clientele.

SELECTION OF MATERIALS

Responsibility for Selection

Official responsibility for selection resides in the Office of the President of the University and actual responsibility has been delegated to the Director of the Library. The instructional staff of the university has been given some responsibility for requesting selections in their fields. Professional librarians have the responsibility for selecting a core collection of materials and supplementing selections requested by the faculty. Beyond that, it is the responsibility of the acquisitions/collections development librarian to determine appropriate additions for the library's collection.

Selection aids

Reviews and bibliographies may be used to aid selection with Choice being a primary selection tool, but absence of reviews need not bar selection of an item. Standing orders may be used to complete monographic series, however, these should be used with caution as costs increase. Vendors and jobbers both for monographs and serials may be required to bid for the library's business. The lowest bid will be selected unless experience has proven the bidder's service unacceptable.

Criteria for Selection of Materials

a. Importance of the subject in relation to the curriculum
b. Currency and accuracy of information
c. Timeliness and importance of information
d. Author's reputation and significance
e. Availability of other material on the subject in the library, in other area libraries, and in print
f. Inclusion of the title in standard bibliographies or indexes
g. Recommendation in standard reviewing sources
h. Price
i. Language - English only is selected, except for those items

selected to support the foreign language curriculum.

j. Format, including legibility, binding, and type

k. Scope and depth of subject coverage

l. Ease of use

m. Publisher - Vanity presses are normally excluded.

n. Duplication - Single copies are normally collected unless there is an overriding need in the curriculum for duplicates of an item.

o. Current vs. retrospective materials - Both current and retrospective materials are essential to the needs of a university library, however, current materials will generally receive a higher priority. Current materials are those in-print in their original editions. Retrospective materials are those out-of-print or available only as reprints either in full-size or microform editions.

p. Out-of-print materials - Efforts to obtain materials from the out-of-print market will be made if it is judged that the material is of enough importance to justify these efforts and costs. Probability of use and frequency of use by primary clientele are factors in the judgment of importance.

Criteria for Selection of Special Formats

a. Paperbound vs. Hardbound Materials

Hardbound volumes are generally preferred for library use when both formats are available. However, if the material is judged to be of transitory usefulness and the cost of the paper volume is substantially less than the cost of the hardbound volume, the paper volume may be preferred. This is generally true if the paper volume is to be discarded through regular updating. If a quality paperback is available, it may be purchased and bound in lieu of purchasing a publisher-bound volume if the procedure is cost-effective.

b. Microform vs. Full-size Materials

Microform is a practical format for storage and retention of large collections of lesser-used materials. However, when possible, full-size materials will be purchased for ease of use.

c. Serials and Subscriptions

A new serial or subscription shall be ordered by the library only if it will receive substantial use at the library and if it is indexed in indexes found in the library, preferably one of the CD-ROM indexes on the library's local area network. Interlibrary loan will be preferred for lesser used materials. Due to the budgetary commitments entailed by subscriptions and standing orders, great care is needed in their selection. In order to have the widest possible coverage of periodical material, duplicate copies of subscriptions will generally not be purchased.

Serials which present substantial information related to the curriculum and which are accessible through major abstracting and indexing services (particularly those held in the library in CD-ROM format) will be preferred for selection and retention purposes. Long runs of serials backfiles will be purchased only with written justification of need due to the generally higher priority given to current information needs.

d. Media

Media items, such as videocassettes and computer software, will be purchased when print materials do not supply the needs of the curriculum. Hardware to make use of media collected by the library will be provided by the library.

The media budget is too small to be allocated among the various academic subjects. Since that budget must be shared, the library is establishing the following priorities for the purchase of non-print media items:

The first priority for expenditures from the media budget will be to purchase those items which will be <u>required</u> for students to complete successfully a course being taught at St. Mary's

University. The second priority for expenditures from the media budget will be to purchase those items that are recommended to students as an adjunct learning experience for a class being taught at St. Mary's University. If sufficient funds remain after February of the fiscal year, the library will seek to meet other media requests. The library will from time to time purchase additional media programs in the general interest of the University, but not required for classroom viewing.

Book and periodical budgets will not be used for the purchase of non-print media. Many academic departments have a great need for additional book funds. If a department has an excess of funds in its book allocation, these will be transferred to other departments.

e. CD-ROM Indexes and Texts

Materials purchased by the library on CD-ROM (Compact Disk-Read Only Memory) will include indexing and abstracting tools which cover the periodical subscriptions held by the library. Ease of use, price, and the ability to network the item are important factors in the selection of CD-ROMs. Fulltext items, such as newspapers, may be purchased when the ease of searching is a factor. CD-ROM titles on deposit from the federal government, such as the census disks, will also be added to the collection. Titles used the most will be placed on the library's local area network as space permits. Other titles may be checked out from the Reserve desk and used on standalone workstations in the library.

f. Audio Compact Disks

Audio CDs will be purchased by the library including classical, jazz, and other musical genres as the budget allows. The library no longer collects musical recordings in other formats, such as LPs, and older formats may be weeded.

g. Electronic Information Access

Increasingly, materials are available electronically which are

not accessible in any other format. These include electronic journals and books, online indexes, fulltext databases, and other information available through computer networks and other sources. Material in this format is subject to the same scrutiny as other material added to the collection. For instance, before embarking on the collection and retention of an electronic journal, the subject matter of the item should be within the scope of the collection and the title should be indexed in a library-owned index.

The library will provide access to these materials through collection and organization of such items as can be appropriately held in the library. In addition, the library will strive to provide its clients with online access to electronic sources of information as well as training and materials to aid them in searching for information.

Collection Development Policy

Copies of this collection development policy should be made available to all staff and clientele of the library. The collection development policy will be reviewed annually by the acquisitions librarian in cooperation with the director.

SPECIAL COLLECTIONS WITHIN THE LIBRARY

Government Documents

The Academic Library has been a selective depository of government documents since 1966. As such, it has an obligation to share federally provided documents with the general public. These materials may not be circulated outside the library except to St. Mary's students, faculty and staff, but are available at all times for use in the building and for request through ILL.

New Item Selection for Government Documents

New items made available for depository selection are

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scanned carefully and items are chosen based on several criteria:

1) Relevance of subject matter to St. Mary's curriculum or general needs; subject of topical interest; if the library has few books on a subject of general interest, series covering that subject is usually selected

2) Level of information presented (highly technical scientific items are not selected; items expected to contain only very elementary treatments are usually not selected)

3) Format and frequency of publications (single-sheet, pamphlet, poster and weekly publications are usually not selected unless the subject matter is of extremely high relevance)

4) Selection or likelihood of selection by Law Library and/or other depositories in the San Antonio area (regarding materials on the "borderline" between legal and other fields, especially in the case of major sets or series, the Law Library Documents Librarian should be consulted; in the case of major series in other subject areas, consult with all area reference librarians)

Some specific guidelines:

1) Select all Census reports and explanatory publications, including reports for all states and regions are selected, in CD-ROM where possible (select an additional paper copy of Texas reports if possible).

2) For most other series broken down geographically, select only Texas reports or regional reports containing Texas information. (Exceptions: select all states if information is of substantial economic relevance; e.g., series from the Bureau of Labor Statistics).

3) Series featuring historical treatment of any subject are usually selected.

4) Subjects selected most comprehensively are: business, economics, psychology, labor, general statistics, foreign relations, drug abuse, criminal justice

5) Subjects selected most sparingly (or not at all) are:

medicine, science (technical), engineering (technical), agriculture (non-economic)

Weeding Government Documents

Group 1: Weed frequently (every 2-3 years) of all eligible material (5 years or older) with very few exceptions.

Classes:
- A (except yearbooks, reference-type works, economic materials)
- C 55
- D (except historical and statistical publications)
- E (except economic materials, documents concerning Texas)
- EP (except economic materials, documents concerning Texas)
- HE (medical sections)
- P
- TD
- Y 4 (Committees selected in microfiche)

Group 2: Weed infrequently (every 5 years) of most eligible material (especially pamphlets, looseleaf items not updated, etc.) with frequent exceptions.

Classes:
- FEM (retain Flood Insurance Studies)
- HH
- I (retain major series, reference books)
- Y 4. En 2/3: (nominations, especially, can be weeded unless person is well-known or nomination was controversial)
- Y 4.G 74/7, G 74/9: (nominations, especially, can be weeded unless person is well-known or nomination was controversial)
- Y 4. Sci 2: (nominations, especially, can be weeded unless person is well-known or nomination was controversial)

Group 3: Do not weed (pamphlets, posters, unbound items and other

publications which are "awkward" in nature are weeded, but sparingly)

Classes: C (except as noted above)
GP
GS
HE (except as noted above)
J
L
LC (except: keep only 5 years of Monthly Checklist of State Documents)
PR
S
T
X
Y (except as noted above

Manuscripts and Rare Books

Special Collections in the library consists mainly of materials dealing with Texas, the Spanish borderlands, and military history as well as 19th century mathematics. It also contains smaller collections of other materials.

Juvenile Literature

The juvenile literature collection is primarily composed of award-winning books, e.g., Caldecott and Newberry medal books. Secondly, the collection contains books most often studied in children's literature classes. The following is a list of the types of books to be included in the St. Mary's library:

a. A basic reference collection related to the study of children's literature, including anthologies and books on the history of literature, authors, illustrators, teaching of literature, and storytelling. These will be included in the regular collection, many of them in reference.

b. Picture books, including wordless books, ABC and number books, with a well-rounded representation of various authors and

illustrators.

c. Fiction for middle grade children (2rd-6th graders), jr. high readers, and young adults.
d. Folklore, including fairy tales, legends, stories to tell, and representative Southwestern folklore.
e. Poetry, including songs that may be used during practice lessons and student teaching.
f. Biography to the extent that it is studied in the children's literature courses.
g. Non-fiction to the same extent.
h. Spanish and bilingual books to support the trend toward multicultural education and to exemplify St. Mary's unique cultural environment.

Curriculum Collection

The textbook collection for use by the education students of St. Mary's is comprised primarily of the textbooks adopted for use in the state of Texas by the Texas Education Agency. The library's ultimate goal is to have all the currently adopted textbooks for subjects taught at St. Mary's. Many textbooks which are not in current adoption may be weeded with some exceptions such as typing or shorthand manuals and religious education texts. Some older textbooks are retained to serve as a comparison to textbooks currently under adoption.

Curriculum Guides

Current curriculum guides are collected from the school districts in the San Antonio area for the use of the education students of St. Mary's.

Leisure Reading

Fiction for recreational reading will be collected at a minimal level for those fiction items which do not directly support the curriculum. Recreational reading is located in the Leisure Reading area near the front door of the library. Funds are used

from such profit as may be realized from photocopying in the library. Genre fiction, such as romances, westerns, and so forth will not be collected specifically as a genre. Some genre fiction may be included in the minimal level collection of fiction. Best sellers will not be purchased solely because they are best sellers if they have no other purpose in the collection.

Theses and Dissertations

A copy of each St. Mary's University thesis and dissertation will be bound, cataloged and retained by the library in the thesis collection. Non-St. Mary's theses and dissertations which have been purchased by the library will be cataloged and added to the regular book collection.

SPECIFIC SUBJECT AREAS IN THE COLLECTION

Please note that when specific items or titles are mentioned below, these are the minimum purchases that may be made. Other items should be purchased in addition to these if they meet collection development criteria and if the budget allows. These are Library of Congress classifications and may not correspond to specific departments offering coursework at the University. The curriculum is constantly being updated and specific subjects which are mentioned are only indicative of the general direction of the curriculum, not as an exhaustive survey. Communication with faculty on current and upcoming needs is essential.

A: General Works

Encyclopedias - These should be replaced at five year intervals. Encyclopedia Britannica and Encyclopedia Americana should be selected at a minimum. Others may be included if the budget allows. Specific subject area encyclopedias are purchased as needed.

Periodical Indexes - These will be provided on CD-ROM whenever

possible. Online searching is available to primary clientele at cost. Paper indexes supplement these services.

Dictionaries - An unabridged dictionary should be available and several good current desk-type dictionaries should be purchased each year or two for the reference collection.

Other necessary reference works should be purchased including general almanacs, handbooks, atlases, and more specific subject reference works, particularly those geared toward the curriculum. Statistics, almanacs and yearbooks should also be kept as current as possible but past years should be retained to verify trends. Older reference works should be considered for addition to the regular collection or storage. This subject area should be developed at collection level four.

B - BD: Philosophy

Older works can be valuable in this area so weeding should be selective. Philosophy by geographic area should be included, both Western and Eastern thought. Concentration should be given to areas of philosophy taught in the curriculum. These include history of philosphy both ancient and modern, ethics, philosophy of knowledge, philosophy of religion, social philosophy, American philosophy, logic and other topics. This subject area should be developed at collection level three.

BF - BJ: Psychology

General psychology texts and some popular topics may be included such as intelligence, memory, and dreams. Concentration should be on the areas of psychology represented in the curriculum. Counseling needs should also be considered in collecting psychology books, particularly for upper level needs in this area. Many classic works exist in this area so weeding should be done knowledgeably, however, dated and obsolete works may be withdrawn.

Curriculum needs in psychology include topics such as tests and measurements, abnormal psychology, human sexuality, perception, physiological psychology, personality, social psychology, human

development, industrial psychology, motivation, learning, experimental psychology, and human factors. Graduate study in psychology is also offered with similar topics covered in greater detail.

The counseling curriculum covers such topics as human relations, human services, substance abuse, family therapy, and group dynamics. Graduate work in counseling covers group processes, administration of counseling services, individual assessment, career planning, counseling ethics, mental health and psychopathology. As counseling is the first Ph.D. program offered by the university, collection development is particularly needed in this area to support the expanded curriculum and student research. This subject area should be developed at collection level four.

BL - BX: Religion

Religious texts of the major religions should be included, e.g., the Bible and the Koran. These items generally do not date quickly or at all so weeding may be selective, concentrating on very worn or damaged items. Comparative handbooks, encyclopedias, concordances, commentaries, dictionaries, histories, interpretations, sermons, church histories, church administration, and biographies on religious leaders should be available. This is an area that should be well developed with particular concentration on Christianity and the Catholic religion in keeping with the mission of the University.

The theology curriculum concentrates on theology from a Catholic perspective, Christian scriptures, the Christian community, marriage, justice, moral issues, ethics, sacraments, rites and symbols as well as personal religious transformation and topics in Marianist religious life. Graduate work in theology includes core courses on biblical theology, systematic theology, Christian spirituality and religious education. This subject area should be developed at collection level four.

C - G: History and Geography

Biographies should be selected including reference works such as biographical dictionaries and collective biographies such as Who's Who in America at least. Biographies which support the curriculum, particularly in history, should be purchased. History material must be chosen carefully to represent a variety of viewpoints and should present history of all areas of the world. Current interpretations of historical events should be emphasized in the collection. Withdraw worn and unused items as necessary.

Reference works should include a good gazetteer, a chronology of history, and several atlases (historical, national, international). Atlases should be replaced every five years or when appropriate. Travel books date quickly and should be replaced every year if possible. Current guides on the local area, the state, the U.S., Mexico, Canada, the national parks, camping in the U.S., the major European countries and Asia should be available at a minimum. Others may be purchased if the budget allows.

Curriculum topics in history include the history of the U.S. in overview and specifically regarding the Civil War, Texas and the South, world history both ancient and modern, and history of Latin America, Mexico, Spain, Germany, the U.S.S.R., and medieval and contemporary Europe. Graduate work in history covers similar topics but in greater detail and depth. This subject area should be developed at collection level four.

H: Social Sciences

Works on economics, business, and sociology should generally be less than 10 years old for educational purposes but many older works still have value for research purposes. Withdraw outdated and obsolete works throughout the social sciences. Generally, the social sciences should be developed at collection level four, however, each area is assigned a particular level.

HA: Statistics

Much of this material is available in government documents.

Census material and statistics on the city of San Antonio, Bexar County, Texas, the U.S. and the world as a whole should be included. Selected statistics on other areas and on specific topics may be collected as needed for the curriculum. Statistical material should be retained as long as possible since retrospective research on trends is common. This subject should be developed at collection level three.

HB - HJ: Economics

Books on economic theory and the various schools of economic thought should be included as well as a broad range of material on labor problems, money and banking, investments and finance. Writings of classic and contemporary economists should be covered. The free enterprise system and other methods of economic production should be included. The curriculum includes topics such as principles of economics, monetary and fiscal policy, business and labor economics, urban economics, business cycles, and price theory. Graduate work in economics covers these topics as well as international relations and economics, regional income analysis, macroeconomics, microeconomics, wage and employment theories, welfare economics, econometrics, comparative economics and cost-benefit analysis. This subject should be developed at collection level four.

HD: Business

Finance, investment, risk management, systems analysis, operations research, management information systems, and business statistics are covered in the business curriculum as well as general business, business policy, production management, human resources management, and topics in international business. Marketing principles, sales management, marketing research and other topics are also covered. Graduate study in business concentrates on many of these same topics as well as international business, multinational management and marketing and international banking. Current material on specific companies, managerial

techniques and other covered topics should be selected. This subject should be developed at collection level four.

HF: Accounting

General accounting, business law, fund accounting, auditing, personal and business income tax are covered in the curriculum. Many current items on tax law are available as government documents. Do not select workbooks. Material older than 5 years should be examined for withdrawal. Select only very current material pertaining to the curriculum. This subject should be developed at collection level three.

HM - HX: Sociology

Include specific items on women and on racial, ethnic and national groups. Marriage and family titles should be quite current, five years old or less. Titles older than 5-10 years should be considered for withdrawal or storage except for classic works. Sociology of sex roles, religion, future societies, social issues, the family, minority relations, and death and dying are typical curriculum topics. Cultural anthropology, interviewing techniques, social issues and change, group dynamics, propaganda and public opinion, urban sociology, demography, and gerontology are also covered. Peace and justice are major themes. This subject area should be develeped at collection level three.

J: Political Science

Current and international viewpoints should be included to form a broad range of ideas. Types and forms of governments, suffrage, slavery and processes of government regulation should be covered by the collection. The curriculum focusses on federal, state and local government structures and functions, political parties, the presidency, legislation, political research, behavior and communication as well as jurisprudence, constitutional law, international law, and world politics including world security, foreign policy and politics in developing states and communist

countries. Graduate studies in political science focus on many of these same topics but in greater depth.

Public administration coursework is also supported by the political science collection and is designed as a professional program to prepare individuals for employment as administrators, planners, and managers at all governmental levels. Core courses include human resources policies, organizational behavior, research in applied economics, regional and urban economics, public administration, scope and methods of political science, and topics in public administration and urban affairs. Public administration is a graduate level program although an undergraduate minor is available. This subject area should be developed at collection level four.

JX: International Relations

International relations stresses an interdisciplinary understanding of economics, history, and political science with a worldwide view. The curriculum promotes a broad knowledge of world events and international affairs. Graduate study in international relations concentrates on similar topics but in more detail and depth. This subject area should be developed at collection level four.

K: Law

This area is well covered by the Law Library on campus so less coverage is necessary in this library. However, coverage of specific law enforcement issues should be purchased for the public justice curriculum. Public justice is an interdisciplinary program regarding the function of the criminal justice system. Covered topics in the curriculum include criminal investigation, legal aspects of law enforcement, criminal procedure and evidence, police-community relations, police administration, police role in crime and delinquency, world-wide public justice systems, and terrorism. Most titles older than 5-10 years should be considered for withdrawal except for classic works on the law. This subject

area should be developed at collection level three.

L: Education

Education, educational psychology, educational administration, and moral and religious education are covered. A basic collection of material on higher education should be included. Most items older than 10-15 years should be considered for weeding. Under TEA guidelines, the library also collects juvenile literature and textbooks adopted by the Texas State School Board. Primary emphasis is on American public education, particularly in Texas, including new trends and developments, teaching methods and curriculum development. The education program specifically covers topics such as child and adolescent development, philosophy of education, classroom management, and the teaching of language, mathematics, social studies, science and reading. Physical education is also covered including topics on teaching in the elementary and secondary schools, and the coaching of football, volleyball, soccer, softball, and track and field as well as sports officiating, first aid, prevention of athletic injuries and analysis of human movement. This subject area should be developed at collection level three.

M: Music

Recorded music, librettos, and literature of music are included. Items do not date quickly and weeding may be very selective. A good music encyclopedia is essential. Choir, concert band, jazz laboratory, and brass, woodwind, percussion, vocal, piano, guitar and string ensembles are offered. Music literature, ethnic influences in American music, form and analysis, counterpoint, harmony, music history, arranging, conducting, and teaching of music at elementary and secondary levels are offered as well as marching band techniques and pastoral music. This subject area should be developed at collection level two.

N: Fine Arts

Visual arts, architecture, sculpture, painting, drawing, and other arts are covered. Items do not date quickly and weeding may be very selective. These tend to be expensive but also to have a long shelf life. Purchase the theoretical and classic materials as opposed to crafts and "how-to" books. Art history and artist biographies should be included. A good art encyclopedia is a necessity. Current reference works on movies, TV, radio, theater, dance and sports should be included. The art curriculum includes courses on drawing, design, painting, sculpture, print-making, art history, and teaching of art in elementary grades. This subject area should be developed at collection level two.

P - PM: Language

Dictionaries for translating English into and from the foreign languages taught at the college are essential. Some self-teaching and beginning texts should be included. Other items may be included as required for the curriculum. Weeding in this area may be very selective since these items do not date quickly, however, worn and dated items should be withdrawn in favor of newer materials.

French, German, Latin, Spanish and Japanese are offered in the curriculum as well as studies in multinational organizations. Latin prose and poetry are covered. French and Spanish literatures are covered in depth. This subject area should be developed at collection level three.

PN: Drama

Introduction to the theater, voice and diction, acting, production, directing, rehearsal and performance, history of the theater, and creative drama for children are covered in the curriculum. Anthologies of plays for adults and children should be purchased as well as biographies of actors, directors, and producers. Classic as well as current plays should be purchased. Current material on acting, producing, and directing is needed.

This material may be withdrawn when outdated but classic plays, anthologies, histories, and biographies may be retained unless worn. This subject should be developed at collection level three.

PN - PZ: Literature

Style manuals, quotation books, grammar and rhetoric handbooks, and general literature reference works such as Readers' Encyclopedia should be included. Purchase major authors and good anthologies by various type of literature as covered in the curriculum. Be in touch with the faculty for suggestions on what they plan to teach in current and future semesters. These items should last so weeding may be done selectively on badly worn items and classic works should be replaced if possible. Reference materials should include works of summary and criticism as well as works on authors' biographies.

The curriculum concentrates on British, American, and Latin American literatures including Shakespeare, the British novel, the literature of American minority groups, and many other topics. Composition, creative writing, persuasive writing, and analysis of poetry, fiction and drama are also covered as well as journalism, technical writing, radio and television production, public speaking, oral interpretation, and persuasive speaking and debate. Graduate study concentrates on many of the same areas but in greater depth and detail. This subject area should be developed at collection level four.

QA: Mathematics

Algebra, trigonometry, calculus, probability, statistics, differential equations, discrete mathematical structures, complex variables, linear algebra, boundary value problems, geometry and numerical analysis are offered in the curriculum. Graduate study covers more complex mathematical problems such as linear statistical models, stochastic processes, analysis of variance and other statistical methods. Programmed texts on mathematical problem solving should be purchased. Workbooks should not be

selected. This subject area should be developed at collection level three.

QA 76: Computer Science

Programming in BASIC, ADA, APL, C, FORTRAN, PASCAL, PL/I, and COBOL are offered as well as an introduction to data structures, operating systems, computer systems architecture, compilers, database programming, software engineering, artificial intelligence, computer graphics, office automation and distributed data processing. Graduate study covers similar topics but at a more advanced level.

Materials selected should be the most recent available. Materials more than 5-7 years old should be considered for withdrawal. Selections should particularly include items covering software and hardware available for student use on campus. Consider both the computer center and personal computers available. The collection should include guides to personal computers and computing, handbooks on software and hardware, and a current dictionary and/or encyclopedia of computer science at a minimum. This subject area should be developed at collection level four.

QB - QC: Physics

Topics covered in the curriculum include mechanics, heat, acoustics, electricity, magnetism, optics, atomic physics, nuclear physics, thermodynamics, quantum mechanics and astronomy. Many classic works in physics exist which should be retained, however, currency of information is imperative. Materials older than 5-10 years should be examined for withdrawal particularly in the areas of atomic and nuclear physics. Purchase authoritative and general works as well as biographies of physicists and tables of physical values. Keep up with current topics such as fusion and superconductivity. This subject area should be developed at collection level three.

QD: Chemistry

General, organic, inorganic, analytical and physical chemistry are covered in the curriculum as well as chemical thermodynamics and biochemistry. Works on laboratory methods and tables of chemical values should be selected as well as other items in support of the curriculum. This subject area should be developed at collection level three.

QE: Earth Sciences

General, physical and historical geology are covered in the curriculum as well as earth and energy resources, oceanography, meteorology, environmental geology, mineralogy, petrology, structural geology, geomorphology, paleontology, stratigraphy and x-ray analysis of crystalline materials. Materials purchased should be general with concentration on local and Texas geological features. Items older than 10-15 years should be considered for withdrawal with the exception of classic works in the field. This subject area should be developed at subject level three.

QH - QR: Biology

Food and nutrition, research methods, tissue culture, radiation biology, developmental biology, physiology, genetics, microbiology, immunology, medical microbiology, cellular physiology, molecular biology, and recombinant DNA techniques are covered in the curriculum. Few things should be retained more than ten years other than classic works. Some specialized dictionaries or encyclopedias are necessary as are anatomy and physiology guides with colored illustrations. Concentration is on a pre-medical type of curriculum. Biotechnology is a growing industry, particularly in San Antonio, and general works in this area should be purchased. This subject area should be developed at collection level three.

R: Medicine

There may be some overlap between the life sciences and medicine books. Collection development in this area should include

a current medical dictionary, anatomy handbook, and standard drug handbook for reference work. Other items may be included to support the biology curriculum. Psychiatry texts should be purchased in support of the Counseling curriculum. Medical ethics materials should also be collected. This subject should be developed at collection level three three for general medical books and collection level four for psychiatry and counseling items to support the programs noted above.

S: **Agriculture**

This is a minimally collected area which does not directly support the curriculum, however, there is some overlap with biology as taught in the university, particulary in the area of nutrition. This subject area should be developed at collection level one.

T: **Technology**

Engineering texts tend to be quite expensive and often become dated quickly. Avoid very specific topics in favor of more general works to support the curriculum. Works older than 5-10 years should be considered for withdrawal. Industrial and electrical engineering are accredited at the university and topics covered in the curriculum include engineering graphics, industrial statistics, work design, productivity measurement, engineering data processing, principles of materials science, engineering mechanics, simulation, quality control, production planning, industrial robotics, manufacturing systems, plant layout, operations research, strength of materials, and fluid mechanics, as well as electronics, electronic design, energy conversion, network analysis, switching theory, microprocessors, electromagnetics, semiconductor devices, analog filter design, control systems, and communication theory. Graduate work in industrial and electrical engineering includes most of these topics but approached from a more advanced level. This subject area should be developed at collection level four.

U: Military Science

This is a minimally collected area which does not directly support the curriculum. This subject area should be developed at collection level one.

V: Naval Science

This is a minimally collected area which does not directly support the curriculum. This subject area should be developed at collection level one.

Z: Bibliography and Library Science

Include LC Subject Headings, LC Classification Schedules, the Dewey Decimal Classification and Relative Index and any other current materials needed for the library. Bibliographies for use in subject areas should be acquired at the level of collection development indicated for that subject. This subject area should be developed at collection level three for general bibliographies. Specific materials needed for library work should be purchased, however, collection level one is the aim for general coverage of library science.